

## ***JOB ANNOUNCEMENT***

**POSITION TITLE:** Deputy Court Clerk  
**LOCATION:** Second District Court - Weber County  
**HIRING RANGE:** 29 - 34/ \$10.68 to \$12.23 DOE  
**TYPE OF POSITION:** Full-time position, with benefits  
**CLOSING DATE:** **June 4, 2007 at 5:00 p.m.**

**DIRECT APPLICATIONS TO:**

Human Resources  
450 S. State St.  
PO Box 140241  
Salt Lake City, UT 84114  
801-578-3890 (phone)  
801-238-7814 (fax)

**DUTIES:** Under close supervision, performs clerical work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Preparing and issuing orders, case dispositions, and maintaining records
- Establishing and maintaining court dockets, calendaring court dates and confirming court arraignments
- Maintaining jury rolls and performing other related jury duties
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Receiving payments for fines and fees and updating case records
- Performing follow-up work subsequent to court sessions

**MINIMUM QUALIFICATIONS:** Graduation from high school or GED **plus** any combination of higher education and/or three years clerical/customer service experience in an office setting. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. Applicants must submit verification of typing speed from [www.typingtest.com](http://www.typingtest.com) or website of your choice. English/Spanish bilingual skills desirable.

**APPLICATION PROCEDURE:** Applicants must submit a courts application and resume. Applications may be obtained from the Administrative Office of the Courts, 450 S State, SLC, Dept of Workforce Services or online at: [www.utcourts.gov](http://www.utcourts.gov)

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*